

Place of Assignment :	Administrative Services Department
Position Title :	Department Manager A
Plantilla Item No. :	31
Salary/Job/Pay Grade :	26
Monthly Salary :	Php 113,891.00
Eligibility :	Career Service (Professional) 2nd Level Eligibility
Education :	Master's degree of Certificate in Leadership and Management from CSC
Training :	120 hours of supervisory/management learning & development intervention
Work Experience :	5 years of supervisory/management experience
Competency :	

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 4, 2023.

Documents:

- 1) Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- 2) Performance rating in the present position for one (1) year (if applicable);
- 3) Photocopy of certificate of eligibility/rating/license (Authenticated by CSC/PRC);
- 4) Photocopy of Transcript of Records; and
- 5) Photocopy of Diploma

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. MELINDA ELAINE V. BARCIMO

OIC General Manager

Metro Cotabato Water District, Governor Gutierrez Avenue, Cotabato City
mcwd_hrd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : February 22, 2023

Closing Date : March 04, 2023